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There's More to Assessment than Testing



TO: Potential Sponsor

FROM: Judy Snow, Conference Director

SUBJECT: Sponsorship and Exhibitor Opportunities

DATE: December 1, 2005

The Office of Public Instruction (OPI) will host a conference, ***“There’s More to Assessment than Testing,”*** at the Red Lion Colonial Hotel in Helena, Montana on May 1-2, 2006. The conference will include technical demonstrations, informational sessions, keynote speakers, and vendor exhibits both days. The expected attendance is 400 and will include assessment and curriculum directors, teachers, administrators, special education cooperative directors, data warehouse and other information technology staff.

Please consider sponsoring an event or exhibiting at this conference. This conference will provide an outstanding opportunity for your organization to demonstrate your company’s products and meet potential clients.

The attached information provides a list of events that can be sponsored by vendors and organizations that offer educational and assessment products and services to states, districts, classrooms, teachers, and parents. Sponsors will receive acknowledgement and space in the exhibit hall, as well as signage at the function and recognition in conference materials.

Please indicate on the attached form whether your company is interested in participating in a full or partial sponsorship, at the Montana conference ***“There’s More to Assessment than Testing.”*** A certain number of sponsorships are available and will be assigned on a first-come, first-served basis. Send in your form early to guarantee your sponsorship! .

I look forward to seeing you in **Montana’s Big Sky Country**. If you have questions about the conference, please contact Sue Tinsley at OPI at 406-444-5643 or email at stinsley@mt.gov.

Further details of the conference will be provided at a later date.



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CONFERENCE SPONSORSHIP OPPORTUNITIES

To offer your sponsorship, please provide the information requested below. The estimated cost is indicated by function. If you would like to share in the sponsorship, specify the amount that you would like to provide, otherwise enter the whole amount. Sponsorships fill on a first-come, first-served basis.

- F = Full sponsor
- P = Partial – Place a dollar amount that your company will sponsor.

May 1, 2006

Red Lion Colonial Hotel - Helena, Mt.

AMOUNT	F/P	DESCRIPTION
\$ _____	___	Buffet Breakfast (All Attendees) – Breakfast will be served from 7:30 a.m. – 8:30 a.m. (Estimated Cost: \$4000)
\$ _____	___	Buffet Lunch (All Attendees) – Lunch will be served from noon-1:00 p.m. (Estimated Cost: \$5000)
\$ _____	___	Ice Breaker The Ice Breaker will be held at the end of the first day of the conference. Multiple sponsors may provide hors d'oeuvres; attendees will purchase beverages on their own. (Each Sponsorship: \$500 minimum)
\$ _____	___	Breaks There will be two breaks between the sessions, one in the morning and one in the afternoon. Each break will be available to all attendees. (Estimated Cost: \$600 per break) <ul style="list-style-type: none">• A.M. Break _____• P.M. Break _____

May 2, 2006

AMOUNT	F/P	DESCRIPTION
\$ _____	___	Buffet Breakfast (All Attendees) – Breakfast will be served from 7:30 a.m. – 8:30 a.m. (Estimated Cost: \$4000)
\$ _____	___	Buffet Lunch (All Attendees) – Lunch will be served from noon – 1:00 p.m.

(Estimated Cost: \$5000)

\$ _____ **Breaks** There will be one morning break. The break will be available to all attendees.
(Estimated Cost: \$600 per break)

Other Types of Sponsorship:

(1) **Registration Gifts:** The planning committee would like the sponsors to offer attendees a gift upon arrival if they so choose.

(2) **Door Prizes:** The planning committee would like to have regular drawings for prizes in the vendor display area.

The conference planning committee will notify each offering sponsor of their selection. In fairness to our conference sponsors, all hospitality suites must be closed during sponsored events and will not be serviced by the hotel.

Vendor Exhibition Only:

_____ My company does not choose to sponsor an event but would like to be an exhibitor. Please reserve space for me in the Exhibit Hall.

Sponsoring Company:
Contact Name:
Name(s) of Attending Representative(s):
Address:
City/State/Zip Code:
Telephone:
Fax:
E-mail:
Other Types of Sponsorship (please indicate):

Total Sponsorship Amount Due: \$ _____

_____ Check or Money Order Enclosed (payable to MSU)

_____ Charge the Following Credit Card (MC, Visa, Discover)

Card Number _____ / Exp. _____

_____ Please Send Invoice

PO # _____

Mailing Address (if different than above) _____

Contact Name (if different than above) _____



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